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COMMONWEALTH of VIRGINIA

Virginia Employment Commission

703 East Main Street

Robert L. Masden
Commissioner

P. O. Box 1358
Richmond, Virginia 23211

Gentlemen:

We are asking your help in providing a service which every employer can use.

One of the prime needs of every employer, you will agree, is a supply of workers properly trained to fill his jobs. This need can only be met by discovering the kinds of jobs that exist in different firms and the number of workers employed in each job category. With such information we can estimate future job needs and inform our educational and training institutions to guide them in preparing workers who have the training you look for in a new employee. This information should enable employers to avoid shortages of skilled workers, lower in-plant training costs, increase initial productivity of new better-trained workers, and locate geographical areas where specific job skills are available.

To help us develop these data, we are requesting that you complete and return the enclosed survey form within 2 weeks, if possible. A postpaid envelope is provided for your convenience. The information you send us will be held in strict confidence and used for statistical purposes only.

Although the questionnaire seems complicated, basically all it asks is the number of worker you have in each of the listed occupations. Please include only your employees covered by the Virginia Unemployment Insurance Account Number shown on the address label (the last 6 digits of the 9-digit number directly above the company name) who worked for your establishment(s) during the pay period in which the day indicated on the questionnaire falls. As a point of reference, the figure in the lower right hand corner of the address label shows the number of employees you reported under this account number a short time ago. This figure may include employees from more than one unit.

Should you have any questions, please contact the OES Section of the Manpower Research Division at the above address or phone (804) 786-4359.

Your assistance is vital to the success of this program. We appreciate your cooperation.

Sincerely,

Kenneth C. Moore

Kenneth C. Moore, Director
Manpower Research

Enclosures

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